

MANAGING YOUR STAFF

1



2

FIRST STEPS

“I define a leader as anyone who takes responsibility for finding the potential in people and processes and who has the courage to develop that potential”
Brene Brown August 2019

- Assess your team
- Watch, listen and take notes
- Don't make changes in the first semester

3

OBSERVE

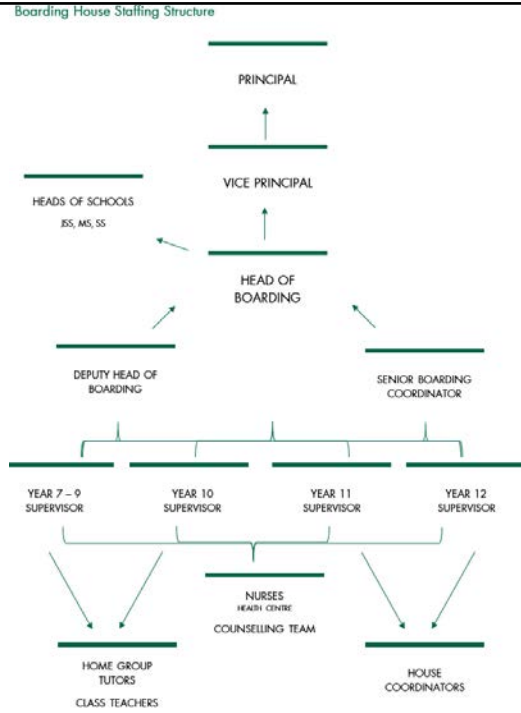
Learn why things are done in the way they are

Identify areas of need
> Duty of Care – adult supervision in House

Safe and effective management of Boarding House
> Administrative
> Academic
> Wellbeing

4

STAFFING STRUCTURE



5

COMMUNICATION

Friday Sunday 23 February - Example Only

Roster/Staffing/Family Updates

Staff Changes: n/a

Shifts: n/a

Sub	HC	MC	WW	LT	UT	EW1	EW2
J/S	(CM)	DE	KF	S.C			

Family Duty Group: Stephanie (dark blue)

Key Events and Updates

- Special Days: International Day of Friendship
- Boarders' Birthdays: Caitlin (15)
- College Events:
 - All Boarders' Reunion
 - Tadman Drive will be closed from 5:00 pm for the Boarders' Reunion. Staff to park in the main carpark during this period
 - BH Bus to be moved to the Main Carpark in case it is needed during Sunday
 - Boarding Events:
 - Ice Cream Tasting Festival
 - Event pass applies for this excursion
 - In House Activity - Make a Plant Pot
 - Waf Attended: Ringo, John, Alfie, Jeffrey, Tegan

General

- Sunday afternoon - Sophie to be taken to and picked up from AFL 5pm - 6pm. Leave TBC depending on Sophie's score wmt. RA

Tasks for Today

Complete	Actioned by (initials)	Task to Complete
<input checked="" type="checkbox"/>		Reminder: Tomorrow is Open Morning <ul style="list-style-type: none"> there will be tours running through the Boarding House Girls to tidy rooms tonight in preparation for the morning

HOB/DHOB Approved Extended Weekend Leave - Check in Record

Student	Check In Times	Confirmed Contact from Student
John Smith	3:30pm	<input checked="" type="checkbox"/> Texted to say he had finished one appointment

Final Evening Report

Completed	Staff Initial	Final Evening Notes
<input checked="" type="checkbox"/>	7-9 RA	Not many Year 7-9s left in UT, so a pretty quiet day for them. The girls were great tonight they all handed in on time and went to bed when asked. A few a little homesick - notes on Boardingpass for relevant students.
<input checked="" type="checkbox"/>	10 RA	Not many year 10s in today. 4 went on the Yama Valley Chocolate Factory Ice Cream excursion today.
<input checked="" type="checkbox"/>	11 AD	A few feeling a bit mellow - Juliette missing her mum and a few others just feeling a bit of a lull with schoolwork.
<input checked="" type="checkbox"/>	12 KF	Quite a few Y12 volunteers taking tours today - All reasonably happy and working hard, generally a little bit stressed about upcoming SACs.
<input checked="" type="checkbox"/>	Nurse / Senior Staff	Administered morning personal medication to students - see their medical pastoral. JP
<input checked="" type="checkbox"/>	Senior Staff	VERY busy day with over 250 old boarders - lovely to see so many people - they loved the place and the girls who showed them round did a great job. Student Leaders spoke very well.

Briefings

& medical notes,

Site for all

6

TRAINING

Boarding Weekday

Hi Sarah, when you

1. What time do (1 Point)

7.30pm

8.00pm

8.30pm

2. Lights out for (1 Point)

8.30pm

9.00pm

9.30pm

3. Year 10 Board (1 Point)

9.00pm

9.30pm

10.00pm

WEEKDAY TASKS

Overview

Monday to Friday Routine

7.30am - 8.20am	Wake up, breakfast and prepare for school.
8.20am - 3.30pm	Take Roll, Morning Security School Day
Wed return 3pm	Yr 7-10 not permitted to return to BH during day
3.30pm - 4.20pm	Afternoon Tea in Year Levels, boarders' free time
4.20pm - 4.45pm	Yr 7 - 10
4.30pm - 6.00pm	Yr 11 - 12
4.30pm - 5.00pm	Supervised Prep & Roll
5.00pm - 6:00pm	7:10 - Dining Hall 11-12 - in house
6.00pm - 6.30pm	Dinner, Take Roll Boarders' free time
7.00pm - 7.00pm	Yr 11 - 12
7.00pm - 8.00pm	Yr 7 - 9
8.00pm - 8.00pm	Yr 10
8.00pm - 8.00pm	Yr 11 - 12 Prep Time (2) Supper
8.30pm - 8.30pm	Yr 11-12 Free Time
8.30pm - 9.00pm	Yr 7-9 Electronics In Evening Security
9.00pm - 9.30pm	Yr 7-8 in bed, lights out (Friday 10:00pm) Evening Roll (Started)
9.30pm - 10.00pm	Yr 9 in bed, lights out (Friday 10:00pm) Yr 10 Electronics in Evening Roll (Finished)
10.00pm - 10.30pm	Yr 10 in bed, lights out (Friday 10:30pm)
10.30pm - 11.00pm	Yr 11 in bed, lights out (Friday 11:00pm) Yr 12s in rooms
11.00pm - 11.00pm	Final bed check and Senior Security Sign Off

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7

ABSA TRAINING

Taking The Reins

Duty of Care Workshops

National Conferences

State workshops

Look Inside

State Symposium

8

DIFFICULT CONVERSATIONS

- Use your HR department**
 - Prepare a script
 - Dot points
- Don't shy away from being brave**
 - Document every conversation - keep a diary
 - Follow up email outlining what was covered in the conversation, what the staff member will endeavour to do, timeline.
 - Invite them to reply with comments or further questions

9

STAFF WELFARE

- Overnight Accommodation**
 - Private space
 - Ensuite facilities
 - Rostered in regular spaces
- Tenancy agreement**
 - Clearly outlined expectations
 - Visitors, pets, off duty time
- Treats - spontaneous afternoon tea**
 - Celebrate staff birthdays
 - End of term break-up
 - Massages first day of term – long shifts

10



11